


Idaho Department of Correction  	<b>Standard Operating Procedure</b>  <b>Dual Divisions</b>  <b>Institutional Programs and Activities</b>	<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Page Number:</b> 1 of 27
		<b>Title:</b> Visiting		<b>Adopted:</b> 6-11-1997  <b>Reviewed:</b> 2-24-2009  <b>Next Review:</b> 2-24-2011

This document was approved by Pam Sonnen, chief of the Division of Prisons, and Kevin Kempf, chief of the Division of Community Corrections, on 2/24/09 (signatures on file).

## BOARD OF CORRECTION IDAPA RULE NUMBER 604

[Visiting Inmates](#)

## POLICY STATEMENT NUMBER 604

[Visiting](#)

## POLICY DOCUMENT NUMBER 604

[Visiting](#)

## DEFINITIONS

[Standardized Definitions List](#)

**Contact Visiting:** Visiting where no physical partition--such as a window or wall--separates the visitor and the inmate. Physical touch may be allowed.

**Contraband:** Any thing--of any kind--that is prohibited by Board, Department, or facility rules, policies, directives, or standard operating procedures. Contraband also includes any thing--of any kind--that a facility head has not approved (1) for possession by an inmate or (2) to bring into a facility or onto Department property.

**Immediate Family—Offenders:** The immediate family of an inmate is (1) the mother or father of the inmate, including step parent, (2) the brother or sister of the whole or half (1/2) blood or by adoption, or the stepbrother or stepsister of the inmate, (3) the wife or husband of the inmate, as proved by marriage license or other operation of law, (4) the natural child, adopted child, or stepchild of the inmate, (5) the grandparents of blood relation to the inmate, or (6) the grandchildren of blood relation to the inmate.

**Noncontact Visiting:** Visiting with an inmate where there are physical barriers between the visitor and the inmate and the inmate and visitor are not allowed to touch. Verbal communication is generally accomplished through telephones, speakers, or openings in the physical barrier designed to allow sound to pass.

**Photo Identification:** A state issued driver's license, a state issued identification card displaying a photograph, a military issued identification card displaying a photograph, or a current valid passport.

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 2 of 27
---	------------------------	---------------------------	--------------------------------

**Vendor:** A person who supplies goods or services to the Board or any operation or facility under the authority of the Board.

## PURPOSE

The Idaho Department of Correction (IDOC) encourages visitation between offenders and their friends and family. Visitation is important for offenders to maintain relationships and contact with the outside world.

Visitation also increases the risk of contraband and activities that reduces the IDOC's ability to protect the public. Therefore, the IDOC has identified rules and regulations in this standard operating procedure (SOP) to ensure a safe environment for visitors, staff, and offenders.

## SCOPE

This SOP covers offender visitation at all IDOC facilities.

## RESPONSIBILITY

Facility head responsibility includes:

- Implementing the SOP and ensuring that staff members practice the provisions contained herein;
- Ensuring that the application forms attached to this SOP are used;
- Forbidding alterations and additions to the application forms;
- Identifying a location in the facility to be used for visitation;
- Setting and posting visiting room capacity limits that meet fire code guidelines;
- Developing, to the extent possible, a schedule for visiting that offers public access during evening and weekend hours; and
- Providing accommodations, consistent with the security level of the facility, such as vending machines, parlor games, and children's toys to provide a positive atmosphere for visitors, children, and offenders.

## Table of Contents

General Requirements .....	4
1. Visiting Room Staffing .....	4
2. Visiting Room Capacity .....	4
3. Visitation Rules for Offenders and Visitors.....	4
4. Guidelines for Approving or Denying Visitation .....	4
Table 4.1: Approving and Denying Visitation .....	5
Applications Considered Case-By-Case .....	6
Table 4.2: Case-by-Case Consideration .....	6
5. Type of Visitation by Custody Level .....	7

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 3 of 27
---	------------------------	---------------------------	--------------------------------

Table 5.1: Types of Visits .....	7
6. General Guidelines for Visitation with Minor Children .....	8
Minor Stepchildren .....	8
Expiration of Minor Child Visiting Applications .....	9
7. Restrictions Involving Certain Crimes for Visitation with Minor Children .....	9
8. Physical Contact .....	9
9. Visitation Application Process .....	10
Table 9.1: Procedures for Processing Visiting Applications .....	10
10. Background Check Guidelines .....	13
11. Stamps to Mark Applications Approved or Denied .....	14
12. Visiting Day Procedure .....	14
Table 12.1: Visiting Day Procedures .....	14
13. Photographs .....	16
14. Searches .....	16
15. Searches of Visitors .....	16
Table 15.1: Procedures for Searching Visitors .....	16
16. Searches of Offenders .....	18
Table 16.1: Search of Offender Requirements .....	18
17. Use of Canine Drug Detection Teams .....	19
18. Process for Suspending or Restricting Visitation Privileges .....	19
Table 18.1: Procedures for Suspending or Restricting Visitation .....	19
19. Process for Permanently Terminating Visiting Privileges .....	20
Table 19.1: Procedures for Permanently Terminating Visitation .....	20
20. Reinstating Suspended Visiting Privileges .....	21
Table 20.1: Procedures for Reinstating Suspended Visiting .....	21
21. Removal of Names from Visiting Lists .....	22
Table 21.1: Procedures for Removing Names from Visiting List .....	22
22. One (1) Time and Special Visits .....	22
23. Attorney Visits .....	23
24. Attorney Visitation Guidelines .....	23
25. Individuals Acting in Their Official Capacity .....	23
26. Approving Attorney Agent Visits .....	23
Table 26.1: Procedures for Approving Attorney Agent Visits .....	23
27. Scheduling Visits for the Attorney or Attorney's Agent .....	25

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 4 of 27
---	------------------------	---------------------------	--------------------------------

Table 27.1: Procedures for Scheduling Attorney/Attorney Agent Visits .....	25
28. Visits by Court Appointed Professional Expert.....	26
References.....	26

## GENERAL REQUIREMENTS

### 1. Visiting Room Staffing

Visiting room positions are exempt posts filled at the discretion of the facility head. The facility head (or designee) will select visiting room staff members based on their ability to work with the public and maintain accurate records. Each facility will develop post orders for visiting room staff in accordance with this SOP.

### 2. Visiting Room Capacity

Facility heads must identify the total operational capacity of their visiting rooms, and the number of visitors allowed per offender at a time.

### 3. Visitation Rules for Offenders and Visitors

The violation of visiting rules may result in the temporary or permanent loss of visiting privileges. Visiting room staff and supervisors should become familiar with the visiting rules. (See Appendix D, *Visiting Rules for Offenders and Visitors*.)

### 4. Guidelines for Approving or Denying Visitation

Visiting applications will be processed as quickly as possible. Applications that can be approved at the visiting room supervisor level should be processed within two (2) weeks of receiving the application if there are no delays in receiving criminal record information. (Contract facilities--those facilities operated by a company or organization that is under contract with the state--will take longer because of the records check process.)

Visiting applications approved at any IDOC facility will be honored by other IDOC facilities when offenders are transferred. If a receiving facility's staff believes an error was made in approving an application, the facility head (or designee) will determine if the visitor should be denied or if visitation should be modified. If visitation is denied, the facility head (or designee) will attempt to contact the visitor before the next visit. If an error was made in approving the visiting application, the facility head of the receiving facility will notify the facility head of the sending facility. The facility head of the sending IDOC facility will ensure staff members receive training to prevent future errors.

The following are guidelines for approving and denying visitation. [Table 4.1](#) identifies visiting applications that are approved or denied by the visiting room supervisor. Offenders may grieve denied applications to have the decision reviewed by the appellate authority. The steps for processing visiting application are found in [section 9](#).

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 5 of 27
---	------------------------	---------------------------	--------------------------------

**Table 4.1: Approving and Denying Visitation**

Approval/Denial Authority	Approve	Deny	Appellate Authority
Visiting Room Supervisor	<b>Immediate and extended family with no</b> <ul style="list-style-type: none"> <li>Felony charges, arrests, or convictions in the last five (5) years <b>or</b></li> <li>Drug related arrests (misdemeanor or felony) within the last two (2) years.</li> </ul>	N/A	N/A
Visiting Room Supervisor	<b>Friends</b> of the offender before the offender was incarcerated <b>with no</b> <ul style="list-style-type: none"> <li>Felony charge, arrest, or conviction in the last five (5) years <b>or</b></li> <li>Drug related arrests (misdemeanor or felony) within the last two (2) years.</li> </ul>	N/A	N/A
Visiting Room Supervisor	N/A	<b>Friends/associates</b> with <ul style="list-style-type: none"> <li>A felony charge, arrest, or conviction within the last five (5) years <b>or</b></li> <li>Drug related arrests (misdemeanor or felony) within the last two (2) years.</li> </ul>	Facility Head
Visiting Room Supervisor	N/A	<b>Friends/associates</b> <ul style="list-style-type: none"> <li>With pending criminal charges <b>or</b></li> <li>Who are under criminal investigation.</li> </ul>	Facility Head
Visiting Room Supervisor	N/A	<b>Probationers and parolees</b> <ul style="list-style-type: none"> <li>With less than six (6) months of probation and parole supervision.</li> </ul>	Facility Head
Visiting Room Supervisor	N/A	<b>Former Idaho Department of Correction (IDOC) inmates</b>	(See <a href="#">table 4.2</a> )

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 6 of 27
---	------------------------	---------------------------	--------------------------------

### ***Applications Considered Case-By-Case***

Applicants that fit the criteria in [table 4.2](#) are automatically forwarded to the applicable approval authority. The approval authority will consider the following:

- The length of the relationship;
- The support of the habilitation process;
- The offender's institutional history; and
- The security of the facility.

***Table 4.2: Case-by-Case Consideration***

<b>Approval Authority</b>	<b>Considered Case-by-Case</b>	<b>Appellate Authority</b>
<b>Facility Head or Deputy Warden (second in command)</b>	Current or former employees, vendors, volunteers, interns, and contractors that <b>are</b> immediate family of the offender.	Deputy Chief of the Division
Facility Head or Deputy Warden (second in command)	<b>Immediate family of the offender who</b> <ul style="list-style-type: none"> <li>• Has a felony charge, arrest, or conviction within the last five (5) years <b>or</b></li> <li>• Has a drug-related offense within the last two (2) years <b>or</b></li> <li>• Were previously incarcerated in an Idaho Department of Correction (IDOC) correctional facility. (<b>Note:</b> This family member cannot be considered for visitation until six (6) months have passed from being released from IDOC custody.)</li> </ul>	Deputy Chief of the Division
Facility Head or Deputy Warden (second in command)	<b>Probationers or parolees</b> who have been supervised for more that six (6) months and have their probation and parole officer's written approval to visit.	Deputy Chief of the Division
Facility Head or Deputy Warden (second in command)	<b>Individuals</b> who have no previous relationship(s) with the offender.	Deputy Chief of the Division

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 7 of 27
---	------------------------	---------------------------	--------------------------------

<b>Approval Authority</b>	<b>Considered Case-by-Case</b>	<b>Appellate Authority</b>
Facility Head or Deputy Warden (second in command)	<b>Former inmates</b> of an IDOC facility	Deputy Chief of the Division
Facility Head or Deputy Warden (second in command)	<b>Offenders</b> assigned to <ul style="list-style-type: none"> <li>Different correctional facilities, or</li> <li>Different living units within the same facility.</li> </ul>	Deputy Chief of the Division
<b>Chief of the Division</b>	<ul style="list-style-type: none"> <li>Current or former employees, vendors, volunteers, interns, <b>or</b></li> <li>Contractors who <b>are not</b> immediate family of the offender.</li> </ul>	N/A (Cannot be appealed)

**Note:** If a former IDOC employee, volunteer, vendor, intern, or contractor applies to visit an inmate and it is determined that the applicant violated any IDOC rule and/or section of Idaho Code, the application will normally be denied.

If the applicant is not immediate family of the inmate, the applicant cannot visit an inmate unless the applicant terminates the relationship of employee, volunteer, vendor, intern, or contractor with the IDOC, and then the person cannot visit an inmate unless the chief of the Division who governs the facility approves the visiting application. Nothing in this section guarantees that a former employee, volunteer, vendor, intern, or contractor will be approved to visit an inmate.

## 5. Type of Visitation by Custody Level

The following table indicates the type of visit allowed based on custody level and type of visitor.

**Table 5.1: Types of Visits**

<b>Custody Level</b>	<b>Type of Visit</b>	<b>Visitors Allowed</b>
Community	Contact	Approved visitors, attorneys, and agents of attorneys
Minimum	Contact	Approved visitors, attorneys, and agents of attorneys
Minimum-restricted	Contact	Approved visitors, attorneys, and agents of attorneys
Medium	Contact	Approved visitors, attorneys, and agents of attorneys
Close	Contact	Approved visitors, attorneys, and agents of attorneys

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 8 of 27
---	------------------------	---------------------------	--------------------------------

<b>Custody Level</b>	<b>Type of Visit</b>	<b>Visitors Allowed</b>
Close-restricted	Contact	Approved visitors, attorneys, and agents of attorneys
Disciplinary Detention	Non-contact	Attorneys and their agents
Restrictive Housing	Non-contact and restricted contact	Attorneys and their agents, and approved visitors pursuant to standard operating procedure (SOP) <a href="#">319.02.01.001</a> , <i>Restrictive Housing</i> .

**Note:** Offenders under the sentence of death are managed the same as close-restricted custody or restrictive housing depending on their housing assignment.

## 6. General Guidelines for Visitation with Minor Children

Minor children (children under the age of 18 years) visiting with the offender must:

- Be the immediate family member of the offender, and
- Be accompanied throughout the visit by a parent or guardian (**or** if the child is in the custody of the state, a child protection worker or agent of the Department of Health and Welfare [DHW] may accompany the child).

**Note:** If a child protection worker or agent of the DHW accompanies the child, the individual must present DHW identification or credentials and documentation of DHW guardianship or involvement in the supervision of the child. In accordance with SOP [510.02.01.001](#), *Facility Access*, the IDOC will not run background checks on DHW employees or agents.

The **parent** accompanying the minor child on the visit must complete and submit to the IDOC the following documents:

- Appendix A, *Visiting Application*, (parent information only),
- Appendix B, *Minor Child Visiting Application*, (child information only), and
- A certified copy of the child's birth certificate.

The **guardian** accompanying the minor child on the visit must complete and submit to the IDOC the following documents:

- Appendix A, *Visiting Application*, (guardian information only),
- Appendix B, *Minor Child Visiting Application*, (child information only)
- A copy of the court order granting guardianship (or Appendix C, *Power of Attorney Delegating Limited Parental Powers for Visitation*), and
- A certified copy of the child's birth certificate.

### **Minor Stepchildren**

If the minor child is a stepchild of the offender, both natural parents must sign Appendix B. The only exceptions are (1) the parental rights of one of the natural parents were terminated by a court of law, (2) the natural parent is deceased, or (3) the natural parent's whereabouts are unknown.



<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 9 of 27
---	------------------------	---------------------------	--------------------------------

**Examples:** To prove that parental rights have been terminated, a copy of a court order must be provided. To prove the parent is deceased, a copy of the death certificate or newspaper obituary must be provided. To prove the parent's whereabouts are unknown, a letter from a state child support enforcement agency must be provided.

### ***Expiration of Minor Child Visiting Applications***

A *Minor Child Visiting Application* (Appendix B), after the initial approval, will expire on the minor's 16<sup>th</sup> birthday, unless terminated earlier by the facility head (or designee), minor, or parent/guardian.

## **7. Restrictions Involving Certain Crimes for Visitation with Minor Children**

A minor child who was the victim of a violent or sexual crime where the offender was the perpetrator of the crime, whether a conviction resulted or not, cannot visit the offender unless all of the following conditions are met:

- A written recommendation is submitted from a licensed counselor who provided counseling to the child, indicating the visit will enhance the counseling process and is in the child's best interest. (**Note:** The recommendation must include the length of time the counselor provided counseling to the victim, the counselor's training and experience in counseling victims of violent and/or sexual crimes, and why it is now in the best interest of the child to allow visitation with the inmate.)
- The visitation request must be approved by the facility head, based on the best interest of the minor child. (**Note:** What is in the best interest of the minor will be determined at the discretion of the facility head.)

The facility head may impose additional visitation restrictions on inmates convicted of a violent or sexual crime when visiting minor children.

## **8. Physical Contact**

Physical contact is limited to a brief closed-mouth kiss and embrace at the beginning and end of the visit. Good-byes are said in the assigned visiting area.

The following physical contact is allowed in IDOC facilities:

- A brief (closed-mouth) kiss and embrace at the beginning and end of the visit,
- Holding hands in plain view, and
- Children age six (6) and younger may sit on the offender's lap.

In addition, in medium, minimum, and community custody facilities, an arm around the shoulder with hand on the shoulder is allowed.

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 10 of 27
---	------------------------	---------------------------	---------------------------------

## 9. Visitation Application Process

**Table 9.1: Procedures for Processing Visiting Applications**

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
<b>Applicant</b>	<b>1</b>	Obtains Appendix A, <i>Visiting Application</i> , and Appendix D, <i>Visiting Rules for Offenders and Visitors</i> , from the Idaho Department of Correction's (IDOC's) Internet web site or from the offender. <ul style="list-style-type: none"> <li>For minor children or stepchildren, the natural parent or guardian must submit the appendixes noted in <a href="#">section 6</a> of this standard operating procedure (SOP).</li> </ul>
Applicant	<b>2</b>	Reads Appendix D and completes Appendix A.
Applicant	<b>3</b>	Mails the application(s) to the facility. Note: Because of the volume of visiting applications received, and loss of legibility, applications <u>must be sent through the US Postal Service</u> . Facility staff may approve a faxed application(s) when the situation requires a quick response; however, any application(s) received via fax without prior approval will not be processed.
<b>Visiting Room Staff</b>	<b>4</b>	Review the visiting application(s) for completeness and correctness.
Visiting Room Staff	<b>5</b>	If the application(s) is/are not complete or correct, notify the offender using Appendix E, <i>Status of Visiting Application</i> .
<b>Offender</b>	<b>6</b>	<ul style="list-style-type: none"> <li>Complete or correct the visiting application(s) or have the applicant complete or correct the information.</li> <li>Resubmit the visiting application(s) to the visiting room staff.</li> </ul>
<b>Visiting Room Staff</b>	<b>7</b>	<p><b>When the application is acceptable, search for the applicant(s) in the Corrections Integrated System (CIS) by name, social security number (SSN), Identification (ID) number, phone number, and/or date of birth.</b></p> <ul style="list-style-type: none"> <li>If the applicant(s) do not exist in the CIS, select the "add visitor" option, enter all application information into the CIS, click "save," and proceed to step 8.</li> <li>If the applicant(s) exists in the CIS and is already approved, determine if the applicant can be authorized to visit the offender. If the relationship between the applicant and the offender is "immediate family," proceed to step 10.</li> <li>If the applicant(s) exists in the CIS but is/are no longer active, request a criminal background check and review or request any other information such as a birth certificate, power of attorney, etc., necessary to verify the eligibility of the applicant(s). Forward application(s) to the background check staff.</li> </ul>

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 11 of 27
---	------------------------	---------------------------	---------------------------------

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b> <b>CIS steps are in bold</b>
<b>Background Check Staff</b>	<b>8</b>	Conduct a criminal background check. (See <a href="#">section 10.</a> )
Background Check Staff	<b>9</b>	<ul style="list-style-type: none"> <li>Complete the “background check” box at the bottom of the visiting application(s) and return the visiting application(s) to the visiting room staff.</li> <li><b>In the CIS, under the “backgrounds/document/clearance” link</b> <ul style="list-style-type: none"> <li>♦ <b>Select all items that were verified, and add any applicable comments, if needed, and click “save”; and</b></li> <li>♦ <b>Select the applicable radio button (either approved, denied, or pending), and enter the “completed date” and “completed by” fields, and click “save.”</b></li> </ul> </li> </ul>
<b>Visiting Room Staff</b>	<b>10</b>	<ul style="list-style-type: none"> <li>Review the visiting application(s) and, if necessary, background information and any other required documentation.</li> </ul>
Visiting Room Staff	<b>11</b>	<p>Approve or deny the application(s) in accordance with <a href="#">table 4.1</a>, and stamp the box at the bottom of the application(s) as shown in <a href="#">section 11</a>.</p> <ul style="list-style-type: none"> <li>Before approving or denying the application, also check <a href="#">table 4.2</a> to see if the application(s) need a higher approval authority. <b>If <u>higher approval authority</u> is needed, in the CIS</b> <ul style="list-style-type: none"> <li>♦ <b>Select the “approved offender list,” and</b></li> <li>♦ <b>Verify that the “pending” option is selected. (Proceed to step 12.)</b></li> </ul> </li> <li><b>If <u>denying the visitor</u> for the offender selected, in the CIS</b> <ul style="list-style-type: none"> <li>♦ <b>Select the “approved offender list,”</b></li> <li>♦ <b>Select the “denied” radio button, and click “save.” (Proceed to step 19.)</b></li> </ul> </li> <li><b>If <u>approving the visitor</u> for the offender selected, proceed to step 18.</b></li> </ul>
Visiting Room Staff	<b>12</b>	Forward the application(s) to the facility head or deputy warden (second in command).
<b>Facility Head or Deputy Warden (second in command)</b>	<b>13</b>	Review the visiting application(s).

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 12 of 27
---	------------------------	---------------------------	---------------------------------

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b> <b>CIS steps are in bold</b>
Facility Head or Deputy Warden (second in command)	<b>14</b>	<p>Consider the offender's institutional and community history, relationship with applicant(s), and determine if the applicant can be authorized to visit the offender or not.</p> <ul style="list-style-type: none"> <li>• If the applicant(s) is/are a current or former employee, vendor, volunteer, intern, or contractor and <u>is</u> an immediate family member, approve or deny the request to visit and proceed to step 16.</li> <li>• If the applicant(s) is/are a current or former employee, vendor, volunteer, intern, or contractor but <u>is not</u> an immediate family member, forward the application to the chief of the Division.</li> </ul>
<b>Chief of the Division</b>	<b>15</b>	<p>Review the visiting application(s) and determine if the applicant(s) can be authorized to visit the offender or not.</p> <ul style="list-style-type: none"> <li>• Inform the facility head or deputy warden (second in command) of the decision and return the application(s) to the facility head.</li> </ul>
<b>Facility Head or Deputy Warden (second in command)</b>	<b>16</b>	<p>Inform the visiting room supervisor of the decision and forward the visiting application(s) to the visiting room supervisor.</p>
<b>Visiting Room Staff</b>	<b>17</b>	<p><b>In the CIS, under the “approved offender list” link, select the “approved” or “denied” radio button. If <u>approved</u>, enter the “approved date” and “approved by” fields, and click “save.”</b></p>
Visiting Room Staff	<b>18</b>	<p><b>If the <u>visitor is approved</u>, in the CIS,</b></p> <ul style="list-style-type: none"> <li>• <b>Select the “approved offender list,”</b></li> <li>• <b>Select the applicable offender (multiple offenders may exist),</b></li> <li>• <b>Select the “approved” radio button for the offender selected,</b></li> <li>• <b>Enter the “approved” date and fields, and click “save.”</b></li> </ul>
Visiting Room Staff	<b>19</b>	<p>Inform the offender of the decision using Appendix E, <i>Status of Visiting Application</i>.</p>
<b>Offender</b>	<b>20</b>	<p>Notifies the applicant of the decision.</p>
<b>Visitor</b>	<b>21</b>	<ul style="list-style-type: none"> <li>• <u>If approved</u>, visits the offender during visiting hours.</li> <li>• <u>If denied</u>, and the offender <u>is</u> immediate family, reapplies in 90 days or files an appeal.</li> <li>• <u>If denied</u>, and the offender <u>is not</u> immediate family, reapplies one (1) year. (Note: Decision cannot be appealed.)</li> </ul>

**For further assistance with CIS, see your designated CIS super user.**

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 13 of 27
---	------------------------	---------------------------	---------------------------------

**Note:** Although approved visitors are asked to update their application if there is a change in residence, name, or arrest record, it is the visiting room staff's responsibility to check the accuracy of the visiting information. The visiting room staff can update the approved visitor's information by either asking for name, address, telephone number, etc. as the visitor is checked in, or by asking the approved visitor to complete Appendix A, *Visiting Application*, upon expiration, which is one (1) year for prison facilities and two (2) years for community work centers (CWCs).

If a visitor does not appear as approved, the visiting room staff will conduct a search in the CIS to determine the visitor's status. If the visitor was previously approved, but removed because the end date had passed, the visitor should be allowed to visit, but must submit a new application. A new end date should be established until the application update can be processed. A new annual end date will be established following the approval process, unless the application is denied.

Visiting privileges should not be automatically suspended or terminated without review by the facility head or deputy warden (second in command) when a visitor forgets to report changes in information such as address.

Visiting room staff may also run periodic National Crime Information Center (NCIC) criminal background checks on approved visitors. At a minimum, a records check will be conducted annually.

If an approved visitor voluntarily reports an arrest or if a new arrest or charge is found in a record check, the information will be forwarded to the facility head or deputy warden (second in command) for a decision.

## 10. Background Check Guidelines

The Idaho Law Enforcement Telecommunications System (ILETS) operator does not approve or deny visiting applications. The ILETS operator completes the 'Background Check' box on the visiting application by selecting either 'criminal record' or 'no criminal record' (criminal record means any arrest, charge, or conviction). The ILETS operator can use the comment section to provide basic information that would help in the application review process such as 'extensive record' or 'one arrest 10 years ago.' (See [section 11](#) for an example.)

Background checks are conducted by running the following queries:

- Driver's Query (DQ): This step is conducted first to establish identity, verify information on background check, and make an initial check for warrants.
- Query History (QH): This step will show information from the Interstate Identification Index (III Index) to include Federal Bureau of Investigation (FBI) number and a list of states associated with that FBI number. In addition, a "*hit*" may also be indicated on the Social Security number and reveal "*also known as*" (AKA).
- Query Record (QR) This step is used to obtain specific criminal history from the III Index.
- Identity Query (IQ): This step is used to obtain identity information on a person from a specific state or region.

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 14 of 27
---	------------------------	---------------------------	---------------------------------

- Full-record Query (FQ): This step is used to obtain information after receiving a positive response from individual states.

## 11. Stamps to Mark Applications Approved or Denied

The approval authority will use the following stamps to mark the applicable box on the visiting application.

**APPROVED**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Associate #: \_\_\_\_\_

**DENIED**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Associate #: \_\_\_\_\_

If the decision is appealed, the appellate authority will use the applicable box on the visiting application to document the decision. If the decision reverses the approval authority's decision, the appellate authority will line out the approval authority box (see example below).


Staff Use Only		
Background Check: Criminal record: <input checked="" type="checkbox"/> No criminal record: <input type="checkbox"/> Comments: <u>one arrest 10 years ago.</u>	<del>Approval Authority:</del> <div style="text-align: center;"><b>DENIED</b></div> Date: <u>01-14-2006</u> By: <u>Sgt. Smith</u> Associate #: <u>0010</u>	Appellate Authority: Approved: <input checked="" type="checkbox"/> Denied: <input type="checkbox"/> Date: <u>01-20-2006</u> By: <u>Warden Adams</u>

## 12. Visiting Day Procedure

**Table 12.1: Visiting Day Procedures**

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
<b>Visiting Room Staff</b>	<b>1</b>	Remove all offenders from the visiting area (minimum, medium, close).
Visiting Room Staff	<b>2</b>	Search the visiting area.
Visiting Room Staff	<b>3</b>	Complete the search and open visiting.
<b>Approved Visitor</b>	<b>4</b>	<ul style="list-style-type: none"> <li>• Reports to the designated visiting area.</li> <li>• States the name and number of the offender they wish to visit.</li> <li>• Presents photo identification (ID) to the visiting room staff, except children under 16 years of age. (Note: A parent, guardian, child protection worker, or agent of the Department of Health and Welfare, must be present for those under 18 years of age.)</li> </ul>

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 15 of 27
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	5	<ul style="list-style-type: none"> <li>• In the <b>Corrections Integrated System (CIS)</b>, search for the offender by <b>name or offender number</b>.</li> <li>• From the <b>“profile”</b> screen, select the word <b>“visitors.”</b> (A list of all approved visitors for the offender will appear.)</li> </ul> <p>(Note: A parent, guardian, child protection worker, or agent of the Department of Health and Welfare, must accompany children who are under 18 years of age.)</p>
Visiting Room Staff	6	<ul style="list-style-type: none"> <li>• If the visitor is <u>approved</u>, verify that the time is correct and it is the approved time for the visit.</li> <li>• Call for the offender.</li> </ul>
Visiting Room Staff	7	In the CIS, select the <b>“check-in”</b> icon  for the applicable visitor.
Visiting Room Staff	8	Inform the visitor and offender where to sit.
Visiting Room Staff	9	<p>Monitor the visit.</p> <ul style="list-style-type: none"> <li>• If a reason to end the visit early <u>does not</u> exist, proceed to step 15.</li> </ul>
Visiting Room Staff	10	If the visiting room reaches capacity, and there are people waiting to visit, ask for volunteers willing to end their visit early.
Visiting Room Staff	11	If there are no volunteers, select those to end early (see the note box that immediately follows this table).
Visiting Room Staff	12	Notify the visitor(s) and offender(s) that their visit will end early, and give them 15 minutes to end their visit.
Offender	13	If visitors are ready to leave before the visiting session ends, tell the visiting room staff that your visitors have finished their visit.
Visiting Room Staff	14	<ul style="list-style-type: none"> <li>• Select the <b>“visitor”</b> tab located at the top of the CIS window.</li> <li>• Select the <b>“visitor Information”</b> link.</li> <li>• Select the <b>“check out visitor”</b> option.</li> <li>• Select your facility, and retrieve a listing of current visitors in visiting room.</li> <li>• Select the <b>“check box”</b> that is next to the visitor’s name, and click <b>“save.”</b> (Note: This auto checks out the visitor and refreshes the screen to the remaining visitors in the visiting room.)</li> <li>• Proceed to step 16.</li> </ul>
Visiting Room Staff	15	15 minutes before the visiting session ends, tell the visitor(s) and offender(s) that visiting will end in 15 minutes.

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 16 of 27
---	------------------------	---------------------------	---------------------------------

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b> <b>CIS steps are in bold</b>
Visiting Room Staff	<b>16</b>	Perform either a clothed or unclothed search of the offender.
Visiting Room Staff	<b>17</b>	Send the offender back to his housing unit or other approved area.
Visiting Room Staff	<b>18</b>	Search the visiting area at the conclusion of visiting period.

**For further assistance with CIS, see your designated CIS super user.**

**Note: Ending a visit early due to over-crowding** will be based on the length of the current visit, the distance the visitor traveled, and the frequency of visits. For example: visitors who live near the facility, visit every week, and have been visiting one (1) hour or longer would qualify as a visit that could end early. However, if the same visitors had just arrived, they would not be candidates for ending their visit early. Ending visits for people who have traveled a distance should be avoided. If none of the visitors are good candidates for ending their visit early, the awaiting visitor may need to wait or return. Good judgment must be used when deciding which visits to end early.

### 13. Photographs

Offenders housed at facilities with commissary may purchase photo tickets through the commissary to have photographs taken during visiting. The visitor can keep the photographs or the offender can retain them.

CWCs that do not have access to commissary services will allow visitors to take photographs with personal cameras. Polaroid-type photographs can be kept by the visitor or left with the offender. Printed photographs may be mailed back to the offender in accordance with SOP [402.02.01.001](#), *Mail Handling in Correctional Facilities*.

### 14. Searches

Visitors and their possessions are subject to search. [Table 15.1](#) provides procedures for conducting visitor searches and [table 16.1](#) provides offender search requirements.

### 15. Searches of Visitors


The following outlines the procedure for searching visitors.

**Table 15.1: Procedures for Searching Visitors**

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b> <b>CIS steps are in bold</b>
<b>Staff Member</b>	<b>1</b>	Reasonably suspects the visitor may be carrying contraband. <ul style="list-style-type: none"> <li>Request from the facility head (or designee) the approval to search the visitor.</li> </ul>



<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 17 of 27
---	------------------------	---------------------------	---------------------------------

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b> <b>CIS steps are in bold</b>
<b>Facility Head (or Designee)</b>	<b>2</b>	Approve or deny the request to search the visitor or visitor's vehicle. <ul style="list-style-type: none"> <li>Inform staff of decision.</li> </ul>
<b>Staff Member</b>	<b>3</b>	<ul style="list-style-type: none"> <li>If the request to search is <u>denied</u> by the facility head (or designee), allow the visit to continue and do not proceed to any other steps.</li> <li>If the request to search is <u>approved</u> by facility head (or designee), inform the visitor that a search will be conducted and proceed to step 4.</li> </ul>
Staff Member	<b>4</b>	Offer the visitor the opportunity to leave the facility or be searched.
Staff Member	<b>5</b>	<ul style="list-style-type: none"> <li>If the visitor elects to leave, write an incident report and submit it to the shift commander. Proceed to step 11.</li> <li>If the visitor consents to the search, take the visitor to an area that is out of view of other offenders and visitors. Proceed to step 6.</li> </ul>
Staff Member	<b>6</b>	Ask the visitor to empty his pockets <u>or</u> if it is a vehicle search—ask the visitor to open his vehicle.
Staff Member	<b>7</b>	Conduct a clothed body search <u>or</u> vehicle search. (Note: A staff member that is the same sex as the visitor must conduct the clothed body search.)
Staff Member	<b>8</b>	<b>In the Corrections Integrated System (CIS), search for the offender by name or offender number, select the “visitor” link, select the applicable visitor, record the search in the comments section, and click “save.”</b>
Staff Member	<b>9</b>	<p>If contraband is found do the following:</p> <ul style="list-style-type: none"> <li>Contact the shift commander and facility head (or designee),</li> <li>Terminate the visit,</li> <li>Escort the visitor off of the premises,</li> <li><b>In the CIS, search for the offender by name or offender number, select the “visitor” link, and select the “check-out” icon  for the applicable visitor(s)</b></li> <li><b>In the comments area, state why the visit was terminated, and click “save.”</b></li> </ul>
Staff Member	<b>10</b>	Write an incident report.
<b>Shift Commander</b>	<b>11</b>	<ul style="list-style-type: none"> <li>Review the incident report, and</li> <li>If appropriate, contact law enforcement.</li> </ul>
Shift Commander	<b>12</b>	Complete and transmit a <a href="#">105 report</a> . (See SOP <a href="#">105.02.01.001</a> , <i>General Reporting and Investigation of Major Incidents</i> .)

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 18 of 27
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Shift Commander	13	Forward the incident report to the facility head (or designee).
<b>Facility Head (or Designee)</b>	14	Decide if visitation privileges should be revoked, restricted, or unaffected.
Facility Head (or Designee)	15	<ul style="list-style-type: none"> <li>Send letter of decision to visitor and offender,</li> <li>File a copy in the offender's visiting and central file, and</li> <li>Send notice of decision to visiting room staff.</li> </ul>
Visiting Room Staff	16	<b>In the CIS, search for the offender by <i>name</i> or <i>offender number</i>, and if a visitor condition needs to be entered select the "visitor offender condition" and add a condition to both the visitor and the offender, identifying that contraband was found and that future visits should be monitored. Click "save."</b>

For further assistance with CIS, see your designated CIS super user.

**Note:** If staff believes the visitor is involved in or attempted to commit a crime, the shift commander will give law enforcement the visitor's name, address, license number, etc.

## 16. Searches of Offenders

**Table 16.1: Search of Offender Requirements**

Facility Custody Level	When	Type	Status
Community	Before visit	Clothed or unclothed	Optional
Minimum	Before visit	Clothed or unclothed	Clothed–Mandatory Unclothed–Optional
Medium	Before visit	Unclothed or clothed	Clothed–Mandatory Unclothed–Optional
Close	Before visit	Unclothed or clothed	Clothed–Mandatory Unclothed–Optional
Administrative Segregation	Before visit	Unclothed or clothed	Clothed-Mandatory Unclothed–Optional (If any item can be passed under a door or through a slot between the visitor and the offender, an unclothed search of the offender is mandatory.)
Community	After visit	Unclothed or clothed	Optional

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 19 of 27
---	------------------------	---------------------------	---------------------------------

Facility Custody Level	When	Type	Status
Minimum	After visit	Unclothed or clothed	Clothed–Mandatory Unclothed–Optional
Medium	After visit	Unclothed	Mandatory
Close	After visit	Unclothed	Mandatory
Administrative Segregation	After visit	Unclothed or clothed	Clothed-Mandatory Unclothed–Optional (If any item can be passed under a door or through a slot between the visitor and the offender, an unclothed search of the offender is mandatory.)

**WARNING!**

Refusal to submit to a search will result in the loss of the offender's visiting privileges!

#### 17. Use of Canine Drug Detection Teams

The facility head may approve the use of canine drug or tobacco detection teams in the search of offenders, the visiting room, lobby, and parking lot. Drug detection canines cannot be in direct contact with visitors; however, detection canines can be used in the presence of visitors if there is a barrier such as a kennel or cage between the canine and the visitor.

#### 18. Process for Suspending or Restricting Visitation Privileges

**Table 18.1: Procedures for Suspending or Restricting Visitation**

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
<b>Visiting Room Staff</b>	<b>1</b>	Learns of a visiting rule infraction. <ul style="list-style-type: none"> <li>Contact the shift commander and then write an incident report.</li> </ul>
<b>Shift Commander</b>	<b>2</b>	Review the situation.
Shift Commander	<b>3</b>	Warn the offender and visitor about the infraction, or end the visit.
Shift Commander	<b>4</b>	<ul style="list-style-type: none"> <li>Review the incident report,</li> <li>If appropriate, ensure a Disciplinary Offence Report (DOR) is issued, and</li> <li>Forward the incident report to the facility head (or designee).</li> </ul>

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 20 of 27
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Shift Commander	5	If appropriate, complete and transmit a <a href="#">105 report</a> . (See SOP <a href="#">105.02.01.001</a> , <i>General Reporting and Investigation of Major Incidents</i> .)
<b>Facility Head (or Designee)</b>	6	Review the incident report.
Facility Head (or Designee)	7	If necessary, gather additional information to include interviewing staff, offenders, and visitors.
Facility Head (or Designee)	8	Continue, suspend, or restrict visiting privileges. <ul style="list-style-type: none"> <li>If visiting privileges should be permanently terminated, see <a href="#">table 19.1</a>.</li> </ul>
Facility Head (or Designee)	9	<ul style="list-style-type: none"> <li>Send letter of decision to visitor and offender,</li> <li>File a copy in the offender's visiting and central file, and</li> <li>Send notice of decision to visiting room staff.</li> </ul>
Visiting Room Staff	10	If visiting privileges are suspended, <b>in the CIS, under "visitor/offender conditions," add a visitor condition documenting the conditions of the suspension and the expiration date. Click "save."</b>

For further assistance with CIS, see your designated CIS super user.

**Note:** If a visitor's visiting privileges have been restricted, there will not be an appeal process available for the visitor.

## 19. Process for Permanently Terminating Visiting Privileges

**Table 19.1: Procedures for Permanently Terminating Visitation**

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
<b>Facility Head</b>	1	Send a written request to the chief of the Division recommending that the visitor's privileges be terminated permanently.
<b>Chief of the Division</b>	2	Approve or deny the request to terminate. <ul style="list-style-type: none"> <li><u>If the request to terminate is denied</u>, notify the facility head of the decision, and</li> <li><u>If the request to terminate is approved</u>, notify the facility head and the visitor of the decision.</li> </ul>
<b>Facility Head</b>	3	Implement the chief's decision. If the visitor's visiting privileges are permanently terminated, <b>in the Corrections Integrated System (CIS), under the "approved offender list," ensure the visitor's visiting application is set to "denied," and the decision is documented under the "comments" link.</b>

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 21 of 27
---	------------------------	---------------------------	---------------------------------

**For further assistance with CIS, see your designated CIS super user.**

**Note:** If a visitor's visiting privileges are permanently terminated, he may file a written appeal for reinstatement to the chief of the Division within 14 days of the termination and annually thereafter.

## 20. Reinstating Suspended Visiting Privileges

If the facility head (or designee) suspends visiting privileges, the visitor or offender may use the following procedure to request reinstatement.

**Table 20.1: Procedures for Reinstating Suspended Visiting**

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b> <b>CIS steps are in bold</b>
<b>Visitor or Offender</b>	<b>1</b>	Files a written appeal to the facility head (or designee) within 14 days of receiving notice that visiting privileges have been suspended.
<b>Facility Head (or Designee)</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Review the appeal, and</li> <li>Schedule a meeting with the visitor.</li> </ul>
Facility Head (or Designee)	<b>3</b>	Discuss the reason(s) for the suspension, the applicable visiting rules, and expectations for visiting conduct.
Facility Head (or Designee)	<b>4</b>	Review the offender's file and institutional behavior.
Facility Head (or Designee)	<b>5</b>	<ul style="list-style-type: none"> <li>Make a decision to continue with the suspension, reinstate visiting with restrictions, or reinstate without restrictions.</li> <li>Send notice of the decision to the visitor, offender, and visiting room staff.</li> </ul>
<b>Visiting Room Staff</b>	<b>6</b>	<p><b>In the Corrections Integrated System (CIS)</b></p> <ul style="list-style-type: none"> <li>Select the "approved offender list," select the "approved" radio button, and document the "approved decision," "approved by," and "approved date" fields; and</li> <li>If a visitor condition was previously entered at the time visitation was suspended, update the condition with an "end date," and enter a note outlining the reinstatement of visiting privileges. Click "save."</li> </ul>

**For further assistance with CIS, see your designated CIS super user.**

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 22 of 27
---	------------------------	---------------------------	---------------------------------

## 21. Removal of Names from Visiting Lists

**Table 21.1: Procedures for Removing Names from Visiting List**

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
<b>Offender or Visitor</b>	<b>1</b>	<u>If the offender:</u> complete Appendix F, <i>Request to Remove Visitor from Visitor's List</i> . Proceed to step 2. <u>If the visitor:</u> files a written request, (Note: Visitor may only remove his own name and the name of any minor child(ren) in his guardianship), proceed to step 5.
Offender	<b>2</b>	Ask a staff member to sign form as a witness. (Note: Form must be signed in the presence of a staff member.)
<b>Staff</b>	<b>3</b>	Witness the offender signing his name to the form.
Staff	<b>4</b>	Sign the form and return it to the offender.
<b>Offender or Visitor</b>	<b>5</b>	Submit the form or written request to visiting room staff.
<b>Visiting Room Staff</b>	<b>6</b>	<b>In the Corrections Integrated System (CIS), select the "approved offender list" link, ensure "denied" is selected, and enter comments accordingly. Click "save."</b> (Note: The visitor may only remove his own name and the name of any minor child(ren) in his guardianship).

**For further assistance with CIS, see your designated CIS super user.**

## 22. One (1) Time and Special Visits

The facility head (or designee) can approve special visits. Special visits are normally limited to immediate family members who have traveled a distance and time does not permit normal processing of the visiting application. Checks for warrants can be run quickly before the visit. Reasonable accommodations should be made whenever possible.

**Example:** The family has only traveled 80 miles, but the offender's elderly grandmother who traveled with the family has never visited and rarely travels. She did not anticipate making the trip, but would like to see her grandson now that she is in the area. If staffing is available, the visit should be approved, or a noncontact visit could be approved if noncontact is available and staffing for a contact visit is not available.

**Example:** A minister from the church where the offender's family attends is in town on other business. The family asked the minister to see the offender while he was in town. The minister has traveled 200 miles. If it is reasonably possible, the visit should be allowed.

**Example:** A friend lives 20 miles away. He forgot to send his visiting form, but he was in town and would like to visit. This visit should probably be denied, unless extenuating circumstances prevent following the normal visiting protocol and the visit appears to be in the best interest of the offender (e.g., the friend would be a positive influence and is moving to the East coast next week).

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 23 of 27
---	------------------------	---------------------------	---------------------------------

### 23. Attorney Visits

The IDOC provides for the visitation of attorneys and their agents to visit with the offender to work on a legal claim or proceeding (also see [section 24](#)). Attorneys and their agents may have social visits with the offender pursuant to standard visiting procedure.

To the extent possible--based on staffing and facility design--facility heads will identify a visiting area that allows visiting room staff to observe attorney/attorney agent visits while allowing the offender and the attorney or the attorney's agent the opportunity to conduct legal business where staff members cannot overhear or record the conversation.

Upon first contact, visiting room staff will provide attorneys or the attorney's agent and court-appointed professional experts a copy of this SOP or instruction on how to access the SOP on the Internet. All items taken into the visiting area are subject to search for contraband. Before allowing the visit, staff will require attorneys or their agents to turn on any computer or other approved electronic device to ensure that it is a functioning device.

### 24. Attorney Visitation Guidelines

Offenders may meet with their attorney of record, the attorney of record's agent, or an attorney considering the offender's case. Attorneys who are not an attorney of record for an offender may visit the offender up to three (3) times. Additional visits may be approved by the facility head.

Visiting hours for attorney visits are Monday through Friday from 08:00 to 16:00 hours. The facility head (or designee) may approve alternate hours on an individual basis.

Attorney and attorney agent visits will be conducted in accordance with the custody level of the facility. Noncontact visiting might be used when staffing prevents contact visits.

**Note:** Visits with groups of inmates are permitted only when the Office of the Attorney General has verified class certification or co-parties.

### 25. Individuals Acting in Their Official Capacity

Individuals acting in their official capacity, such as a Department of Health and Welfare case worker or a law enforcement official, will be allowed to conduct business without the completion of a visiting application or record check. Such officials must provide identification that confirms their employment and indicate the purpose of their business. These individuals must contact the facility in advance for approval and scheduling.

### 26. Approving Attorney Agent Visits

**Table 26.1: Procedures for Approving Attorney Agent Visits**

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Attorney's Agent	1	Obtains Appendix A, <i>Visiting Application</i> , and Appendix D, <i>Visiting Rules for Offenders and Visitors</i> , from the Internet, an offender, or staff member.



<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 24 of 27
---	------------------------	---------------------------	---------------------------------

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b> <b>CIS steps are in bold</b>
Attorney's Agent	2	<ul style="list-style-type: none"> <li>• Reads the visiting rules,</li> <li>• Completes the visiting application, and</li> <li>• Submits the visiting application to the facility being visited.</li> </ul>
Visiting Room Staff	3	<p>Review the visiting application for completeness.</p> <ul style="list-style-type: none"> <li>• If the application <u>is</u> complete, proceed to step 5.</li> <li>• If the application <u>is not</u> complete, return the application to the agent of the attorney and ask the agent to provide the incomplete information.</li> </ul>
Attorney's Agent	4	Complete the missing information and return the application to the visiting room staff.
Visiting Room Staff	5	Request or conduct a criminal background check and if necessary, confirm the agent's employment with the attorney.
Background Check Staff	6	Conduct a criminal background check. (See <a href="#">section 10.</a> )
Background Check Staff	7	<ul style="list-style-type: none"> <li>• Complete the "background check" box at the bottom of the visiting application and forward the visiting application to the visiting room staff.</li> <li>• <b>In the CIS, under the "backgrounds/document/clearance" link,</b> <ul style="list-style-type: none"> <li>♦ <b>Select all items that were verified, and add any applicable comments, if needed; and</b></li> <li>♦ <b>Select the applicable radio button (either approved, denied, or pending), and enter the "completed date" and "completed by" fields. Click "save."</b></li> </ul> </li> </ul>
Visiting Room Staff	8	Review the criminal background history and the application.
Visiting Room Staff	9	<p>If the agent has no arrests, incarcerations, or periods of probation or parole supervision during the last five (5) years, and the request meets the other criteria outlined in this standard operating procedure (SOP) do the following:</p> <ul style="list-style-type: none"> <li>• Stamp the "approval authority" box at the bottom of the application with the approved stamp, and approve the application; and</li> <li>• <b>In the CIS</b> <ul style="list-style-type: none"> <li>♦ <b>Select the "add visitor" link, and</b></li> <li>♦ <b>Under the "backgrounds/document/clearance" link, select all items that were verified, and add any applicable comments, if needed, and</b></li> <li>♦ <b>Select the "approved visitor" link and attach the attorney to the applicable offender number location. Click "save." (Proceed to step 13.)</b></li> </ul> </li> </ul>



<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 25 of 27
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	<b>10</b>	If the application <u>does not</u> meet the approval criteria for approval noted in step 9, do the following: <ul style="list-style-type: none"> <li>Stamp the “approval authority” box at the bottom of the application with the denied stamp, and</li> <li>Forward the application to the facility head (or designee).</li> </ul>
<b>Facility Head (or Designee)</b>	<b>11</b>	Review the application and approve or deny the application by completing the “appellate authority” box. (Note: <u>If reversing the approval authority’s decision</u> , line out the “approval authority” box.)
Facility Head (or Designee)	<b>12</b>	Return the application with the documented decision to the visiting room staff.
Visiting Room Staff	<b>13</b>	<b>In the CIS, under the “backgrounds/document/clearance” link,</b> <ul style="list-style-type: none"> <li><b><u>If the visitor is approved</u> for the offender selected</b> <ul style="list-style-type: none"> <li>Select the “approved offender” list, and</li> <li>Select your facility’s established offender number (multiple numbers may exist if the attorney visits multiple locations), select the “approved” radio button, and enter the “approved date” and “approved by” fields. Click “save.”</li> </ul> </li> <li><b><u>If the visitor is denied</u> for the offender selected</b> <ul style="list-style-type: none"> <li>Select your facility’s established offender number (multiple numbers may exist if the attorney visits multiple locations), select the “denied” radio button, and click “save.”</li> </ul> </li> </ul>
Visiting Room Staff (as designated)	<b>14</b>	Notify the attorney’s agent via letter, telephone, or email.


**For further assistance with CIS, see your designated CIS super user.**

## 27. Scheduling Visits for the Attorney or Attorney’s Agent

**Table 27.1: Procedures for Scheduling Attorney/Attorney Agent Visits**

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
<b>Attorney or Attorney’s Agent</b>	<b>1</b>	Calls the visiting room staff (or designee) at least 24 hours before the visit to schedule the visit.
<b>Visiting Room Staff</b>	<b>2</b>	Ask the attorney or attorney’s agent if he has a copy of the visiting rules. (Note: If not, transmit a copy of the rules to him or provide instructions on how to obtain them from the Internet.)

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 26 of 27
---	------------------------	---------------------------	---------------------------------

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b> <b>CIS steps are in bold</b>
Visiting Room Staff	<b>3</b>	<ul style="list-style-type: none"> <li>Schedule the visit,</li> <li>If requested time is not available, work with the attorney or agent to identify and schedule an alternate time, and</li> <li>Confirm visitation time with the attorney or agent.</li> </ul>
<b>Attorney or Attorney's Agent</b>	<b>4</b>	Presents bar card (attorney) or photo identification (ID) (agent) to the visiting room staff.
Visiting Room Staff	<b>5</b>	<p>Facilitate the visit.</p> <ul style="list-style-type: none"> <li><b><u>When the visit begins</u></b>, in the Corrections Integrated System (CIS), search your facility's established offender number or name,(i.e. type in Smith in the last name field), select the "visitors" link within the offender profile, and select the "check-in" icon  for the applicable approved visitor(s). Click "save."</li> <li><b><u>When the visit ends</u></b> <ul style="list-style-type: none"> <li>♦ Select the "visitor" tab located at the top of the CIS window.</li> <li>♦ Select the "visitor information" link.</li> <li>♦ Select the "check out visitor" option.</li> <li>♦ Select your facility, and click retrieve.</li> <li>♦ Select the "check box" that is next to the visitor's name, and click "save." (Note: This auto checks out the visitor.)</li> </ul> </li> </ul>

**For further assistance with CIS, see your designated CIS super user.**

## **28. Visits by Court Appointed Professional Expert**

If ordered by a court that has jurisdiction, professional experts may have contact visits with offenders.

Court ordered professional experts can bring testing equipment and supplies into the facility as long as the equipment and supplies are specifically listed in the court order.

In addition, at least 48 hours before testing, the expert must submit--by email or facsimile--a list of the equipment, a description of how the equipment will be used, a description of how the offender will be in contact with the equipment, the purpose of the equipment, and an estimate of the time needed for the procedure.

All testing equipment and supplies will be searched upon entering and exiting the facility.

The expert must turn on and briefly demonstrate all electronic equipment.

If the removal of restraints (administrative segregation) is necessary, the expert must sign Appendix G, *Waiver of Liability*, before the restraints will be removed.

## **REFERENCES**

Appendix A, *Visiting Application*

<b>Control Number:</b> 604.02.01.001	<b>Version:</b> 4.4	<b>Title:</b> Visiting	<b>Page Number:</b> 27 of 27
---	------------------------	---------------------------	---------------------------------

Appendix B, *Minor Child Visiting Application*

Appendix C, *Power of Attorney Delegating Limited Parental Powers for Visitation*

Appendix D, *Visiting Rules for Offenders and Visitors*

Appendix E, *Status of Visiting Application*

Appendix F, *Request to Remove Visitor from Visitor's List*

Appendix G, *Waiver of Liability*

Department Policy [104](#), *Tobacco Free Environment*

Department Policy [510](#), *Searches of Persons/Vehicles Entering Correction Facilities*

Department Policy [604](#), *Visiting*

IDAPA 06.01.01, *Rules of the Board of Correction*, Section [104](#), *Tobacco Free Environment*

IDAPA 06.01.01, *Rules of the Board of Correction*, Section [405](#), *Court Proceedings within a Facility.*

IDAPA 06.01.01, *Rules of the Board of Correction*, Section [510](#), *Searches of Persons and Vehicles Entering Department Facilities*

IDAPA 06.01.01, *Rules of the Board of Correction*, Section [604](#), *Visiting Inmates.*

Standard Operating Procedure [316.02.01.001](#), *Grievances and Informal Resolution Procedures for Offenders*

Standard Operating Procedure [320.02.01.001](#), *Property: State-issued and Offender Personal Property*

Standard Operating Procedure [405.02.01.001](#), *Access to Courts*

Standards for Adult Correctional Institutions, Third Edition, Standards 3-4255, 3-4440, 3-3441, 3-4442, and 3-4445

– End of Document –

# IDAHO DEPARTMENT OF CORRECTION

## Visiting Application

Offender's Name: \_\_\_\_\_ IDOC Number: \_\_\_\_\_ Unit: \_\_\_\_\_

Applications must be renewed yearly (prisons) **or** every two (CWCs). Is this a renewal application? ☐ Yes ☐ No

**Read carefully.** Your complete name is mandatory. Answer all questions. If a question does not apply, write "NA". If you do not know the answer, explain as best you can. Use additional paper if necessary.

1. Your Name: \_\_\_\_\_  
(Last) (First) (Middle)

2. Other Names Used: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_  
(mm/dd/yyyy)

4. Place of Birth: City: \_\_\_\_\_ State: \_\_\_\_\_

5. Gender: ☐ Male ☐ Female

6. Driver's License/State ID number: \_\_\_\_\_ State issued: \_\_\_\_\_

7. Eye Color: \_\_\_\_\_ Hair color: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Race: \_\_\_\_\_

8. Present Street Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip)

9. Telephone Number: \_\_\_\_\_ All Other States Lived In: \_\_\_\_\_

10. What is your relationship to the offender? \_\_\_\_\_  
(Mother, father, spouse, girlfriend/boyfriend, son, daughter, etc. **Only list "Spouse" if legally married.**)

11. How long have you known the offender and how did you meet? \_\_\_\_\_

12. Have you visited another offender within the last year? ☐ Yes ☐ No

13. What is the other offender's name and your relationship with the offender? \_\_\_\_\_

14. Do you currently visit another offender? ☐ Yes ☐ No  
Offender's Name: \_\_\_\_\_ IDOC Number: \_\_\_\_\_  
What is your relationship with the offender? \_\_\_\_\_

15. Have you ever been employed by the Idaho Department of Correction (IDOC)? ☐ Yes ☐ No

16. Have you ever been a volunteer for IDOC? ☐ Yes ☐ No

17. Have you ever been a contractor, vendor, or intern for IDOC? ☐ Yes ☐ No  
If yes, give dates and locations: \_\_\_\_\_

18. Are you on probation or parole? ☐ Yes ☐ No  
If yes, where: \_\_\_\_\_  
What is your probation and parole officer's name? \_\_\_\_\_

19. Have you ever been a victim of a crime? ☐ Yes ☐ No  
If yes, crime: \_\_\_\_\_ When: \_\_\_\_\_  
Name of the offender: \_\_\_\_\_

20. Who are you employed by? \_\_\_\_\_ Telephone number: \_\_\_\_\_

21. Employer's address: \_\_\_\_\_

22. Do you have any pending criminal charges? ☐ Yes ☐ No  
Charge: \_\_\_\_\_

I understand that missing or false information may delay or result in a denial of my application. I have read and agree to follow the IDOC's visiting rules.

Signature of Applicant (If 18 years of age or older) \_\_\_\_\_ Date \_\_\_\_\_

**Note:** If the applicant is under 18 years of age, the parent or guardian accompanying the child on the visit must also submit the following: (1) Appendix B, *Minor Child Visiting Application*, and (2) a certified copy of the child's birth certificate. In addition, **Guardians** must also submit a copy of the court order granting legal guardianship (or Appendix C, *Power of Attorney Delegating Limited Powers for Visitation*).

Staff Use Only		
Background Check: Criminal record: <input type="checkbox"/> No criminal record: <input type="checkbox"/> Comments: _____	Approval Authority: _____	Appellate Authority: Approved: <input type="checkbox"/> Denied: <input type="checkbox"/> Date: _____

IDAHO DEPARTMENT OF CORRECTION

Minor Child Visiting Application

Offender's Name: \_\_\_\_\_ IDOC Number: \_\_\_\_\_ Unit: \_\_\_\_\_

Is this a renewal application? ☐ Yes ☐ No

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Relationship to the offender: \_\_\_\_\_

In the legal and physical custody of: ☐ Both natural parents ☐ Mother ☐ Father

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Relationship to the offender: \_\_\_\_\_

In the legal and physical custody of: ☐ Both natural parents ☐ Mother ☐ Father

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Relationship to the offender: \_\_\_\_\_

In the legal and physical custody of: ☐ Both natural parents ☐ Mother ☐ Father

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Relationship to the offender: \_\_\_\_\_

In the legal and physical custody of: ☐ Both natural parents ☐ Mother ☐ Father

Mother's name (or legal guardian): \_\_\_\_\_

Address: \_\_\_\_\_

Father's name (or legal guardian): \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_, and \_\_\_\_\_ give my consent for the  
(Custodial Parent or Legal Guardian's signature) (Non-custodial Parent's signature)  
above named minor children to visit, \_\_\_\_\_, an offender sentenced  
to the Idaho Department of Correction (IDOC).

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me

\_\_\_\_\_, known to me to be the person whose name is subscribed to the  
(Name of affiant)

foregoing instrument, and swore and acknowledged to me that he executed the same for the purpose and  
in the capacity therein expressed, and that the statements contained therein are true and correct.

Notary Public for Idaho

Residing at \_\_\_\_\_, Idaho

Commission expires: \_\_\_\_\_

**Note:** If the applicant is under 18 years of age, the parent or guardian accompanying the child on the visit must also submit the following: (1) Appendix A, *Visiting Application*, and (2) a certified copy of the child's birth certificate. In addition, **Guardians** must also submit a copy of the court order granting legal guardianship (or Appendix C, *Power of Attorney Delegating Limited Powers for Visitation*). All applications will expire one year (prisons) or two years (CWCs) from the date submitted. A minor child's application, after the initial approval, will expire on the minor's 16<sup>th</sup> birthday, unless terminated earlier by the facility head (or designee), minor, or parent/guardian. Each applicant is responsible for re-submitting a new updated application within these timeframes.

Appendix B

604.02.01.001 v4.4

(Appendix last updated 2/24/09)

**IDAHO DEPARTMENT OF CORRECTION**  
**Power of Attorney**  
**Delegating Limited Parental Powers For Visitation**

I, \_\_\_\_\_, of \_\_\_\_\_, \_\_\_\_\_ am  
(Name of Affiant) (City) (State)

the natural (mother or father) of the following minor child/children:  
(circle one)

\_\_\_\_\_ born on \_\_\_\_/\_\_\_\_/\_\_\_\_,  
\_\_\_\_\_ born on \_\_\_\_/\_\_\_\_/\_\_\_\_,  
\_\_\_\_\_ born on \_\_\_\_/\_\_\_\_/\_\_\_\_,  
\_\_\_\_\_ born on \_\_\_\_/\_\_\_\_/\_\_\_\_,

Pursuant to Idaho Code, section 15-5-104, I do hereby appoint \_\_\_\_\_  
(Enter name of person or agent)  
of \_\_\_\_\_, \_\_\_\_\_, my true and lawful attorney in fact, to act  
(City) (State)  
on my behalf and escort the above named minor child/children to visit \_\_\_\_\_  
(Enter name of Offender)  
at an Idaho Department of Correction (IDOC) facility.

This power of attorney is given for vesting temporary custody of said child/children in  
\_\_\_\_\_ and delegating my parental powers during the period  
(Enter name of person or agent)  
he/she has temporary custody.

The powers granted will commence and be in force and effect beginning the \_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_, and will remain in force and effect until the \_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_, unless I revoke said power at an earlier date. I reserve the right  
to revoke this power and delegation at any time.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Custodial Parent or Legal Guardian's signature)

-----

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me  
\_\_\_\_\_, known to me to be the person whose name is subscribed to the  
(Name of affiant)

foregoing instrument, and swore and acknowledged to me that he executed the same for the  
purpose and in the capacity therein expressed, and that the statements contained therein are  
true and correct.

\_\_\_\_\_  
Notary Public for Idaho

Residing at \_\_\_\_\_, Idaho

My Commission expires: \_\_\_\_\_

**IDAHO DEPARTMENT OF CORRECTION**  
**Visiting Rules for Offenders and Visitors**

**Warning!** Violating visiting rules may result in the temporary or permanent loss of visiting privileges.

1. **Address and Name Changes:** Visitors must report change of address and name change information to the visiting room staff at the first (1<sup>st</sup>) visit following the change.
2. **Expiration and Reapplication:** All applications expire one (1) year from the date of submission for prison facilities and every two (2) years for CWC facilities. A minor child's application, after the initial approval, expires on the minor's 16<sup>th</sup> birthday, unless terminated earlier by the facility head (or designee), minor, or parent/guardian. Each applicant is responsible for re-submitting a new updated application within these timeframes.
3. **Allowed Items for Attorneys and their Agents:** One (1) legal pad, one (1) black ink pen (stick--not push), one (1) notary stamp, legal pleadings to be signed or reviewed, testing materials, laptop computer, audio recorder, DVD player, stenograph, and authorized testing equipment. No items will be removed or left without prior written approval from the facility head (or designee).  
Offenders may bring the following items authorized at their custody level: legal work, paper, and pencil or pen. No items will be removed from the facility or left with the offender without prior written approval from the facility head (or designee).
4. **Allowed Items for Visitors:** Photo identification, money for vending machines (if available), vehicle keys, and if small children are visiting, a diaper bag. (The diaper bag may contain diapers; wipes; a pacifier; two (2) bottles of formula, milk, water or juice; and a container of baby food or cereal.)  
Prescription medication that must be taken during the visit or readily available for emergency use, such as inhalers for asthma attacks, must be prescribed to the visitor, in the container in which it was prescribed, and must not be expired. Only after staff has verified who the medication was prescribed to and that it is not expired, will a single or appropriate dose be allowed to accompany the visitor into the visiting area.  
No cell phones, beepers, laptop/palm computers, cameras (for information regarding cameras at CWC facilities, see SOP 604.02.01.001, [section 13](#)), or other electronic equipment is allowed.
5. **Approval:** Visitors must be approved before they can visit.
6. **Attire and Grooming:** Offenders must be groomed in accordance with the facility grooming regulations. Visitors must wear garments that are conservative and modest. Proper underclothing must be worn. No bare feet.  
**Attire That Is Not Allowed:** sleeveless garments, bare midriffs, scrubs, shorts, cutoffs, mini skirts, hats, caps, bandanas, doo-rags, spandex, and low-cut or see-through clothing. (Note: Medical exceptions may be made for headwear. In addition, scrubs may be worn at CWC facilities.)  
Multi-layered clothing that could be used to conceal contraband, such as coats and sweatshirts, are also not allowed.  
Correctional staff will use discretion with young children, normally those under eight (8) years of age.
7. **Behavior:** The IDOC will not tolerate disrespectful or aggressive behavior to include loud, threatening, abusive, or profane language; verbal or physical altercations toward staff members, offenders, or visitors; inappropriate physical contact; or improper use or abuse of state property.
8. **Children:** Escorting parents must supervise and provide appropriate control of their children and are responsible to ensure the children are well-behaved. Corporal (physical) punishment is prohibited during visits.  
Offenders will not discipline visiting children.
9. **Cleaning the Visiting Area:** Offenders and their visitors will clean up their assigned area at the end of the visit.
10. **Contraband:** It is a crime to introduce weapons, drugs, or other contraband into a correctional facility. Staff may search any items entering the visiting area (see the *Search* section). Pursuant to Idaho Code, sections

18-2503, 18-2503, and 18-2510, the IDOC uses metal detectors, trained narcotic and tobacco detection dogs, and conducts searches of visitors and their property to enforce state law.

11. **Drug-related Disciplinary Offense Reports (DOR):** If an offender is found guilty of a drug-related DOR, no visits will be allowed for six (6) months—no matter when or where the incident occurred.
12. **Exchanging Items:** Offenders may not give or receive any item from a visitor. Visitors may not give or receive any item from an offender.
13. **Food and Drink:** No food or drink from outside the facility (except for infants – see the *Allowed Items for Visitors* section) is allowed to be brought into minimum, medium, or close custody facilities. If vending machines are present in the visiting room, visitors may purchase food and drink items for consumption by the visitor and offender. Visitors must take unopened food and drink items with them at the end of visiting. Visitors must provide their own change or vending card.  
Offenders cannot take food or drink items out of the visiting area.
14. **Identification:** Visitors over the age of 16 must have valid and current photo identification (ID) (specifically a driver's license, state-issued ID, military ID, or valid/current United States passport). Visitors between the age of 16 and 18 years can also use student ID cards issued by their schools. Visitors who are not United States citizens may be approved to visit if they meet the provisions of SOP 604.02.01.001 and have the necessary documents to prove they entered the United States legally.
15. **Leaving the Visiting Area during Visits:** Neither offenders nor visitors can leave the visiting room and then return except for approved restroom procedures (as described in field memorandum) or as directed by staff.
16. **Maintaining Current Visitor Information:** Visitors must report any new arrests or pending charges to the visiting room officer at the first visit following the arrest or new charge.
17. **Overcrowding:** If the visiting area reaches capacity, staff will first ask for volunteers willing to end their visit early. If no one volunteers, the staff will end visits based on the following criteria: distance traveled, frequency of visits, and length of current visit.
18. **Physical Contact:** The following physical contact is allowed in medium, minimum, and community custody facilities: (1) holding hands in plain view, and (2) placing arm around the shoulder with hand on the shoulder. All custody levels allow a brief (closed-mouth) kiss and embrace at the beginning and end of the visit. Children age six (6) and younger may sit on the offender's lap. Goodbyes are said in the assigned visiting area.
19. **Schedules and Rules:** Offenders are responsible to notify their visitors of changes in visiting schedules and rules.  
Visitors must abide by the facility visiting schedule, facility rules, policy 604, SOP 604.02.01.001, and the instructions of staff members.
20. **Search:** All offenders are subject to clothed or unclothed search before and after a visit.  
All persons, their vehicles, and possessions brought onto IDOC property or entering an IDOC correctional facility are subject to search. Failure to submit to a search will result in a termination of visiting privileges. (See SOP 604.02.01.001, [section 14](#).)
21. **Seating and Interactions:** At medium and higher custody facilities, offenders and visitors will remain at the assigned seating. Children will remain at the table or play area unless escorted by a visiting parent or guardian. Offenders and visitors may not visit with other offenders or their visitors.
22. **Termination of Visiting Privileges:** Visitation privileges may be terminated at the discretion of the facility head (or designee) for any length of time, including permanently, for the violation of or attempted violation of any (1) state or federal law, (2) rule(s) of the Board of Correction (Board), (3) policy, (4) SOP, (5) directive, or (6) field memorandum. Visiting privileges may also be terminated for failing to follow the instructions of staff members.



23. **Tobacco-free Facilities:** All IDOC facilities are tobacco free. Visitors must not bring any form of tobacco into an IDOC facility. Tobacco is recognized as contraband in IDOC facilities.
24. **Under the Influence:** A visitor suspected of being under the influence of intoxicating beverages or drugs will be denied visitation. Visitation privileges may be temporarily or permanently revoked.
25. **Visit Only the Visitors on Approved List:** Offenders cannot visit with other offenders or visitors while in the visiting room. Visitors can only visit the offender they are approved to visit.
26. **Visiting Limitations:** Visitors, except immediate family, can only be on one (1) offender's approved visitor list. A six (6) month interval must pass between a visitor asking to be removed from the list and the visitor submitting an application to visit another offender. (The facility head can override the six (6) month interval.)

IDAHO DEPARTMENT OF CORRECTION

Status of Visiting Application

Date: \_\_\_\_\_

Offender: \_\_\_\_\_ IDOC Number: \_\_\_\_\_

Please notify the visitor regarding the visiting request status.

Visitor: \_\_\_\_\_ Relationship: \_\_\_\_\_

☐ **Approved**

☐ **Denied**

Reason:

- ☐ Criminal history
- ☐ Significant false information to avoid detection of true identity
- ☐ Probationer/parolee with less than 6 months supervision
- ☐ Probationer/parolee not approved by probation officer.
- ☐ Other: \_\_\_\_\_

☐ **Delayed**

Reason:

☐ Application incomplete (Notify your visitor that the following information is needed to proceed with application process): \_\_\_\_\_

☐ Minor Child – Need additional information: \_\_\_\_\_

☐ Minor Child – Victim (See Idaho Code, section 18-8304 or 19-5506): \_\_\_\_\_

☐ Other: \_\_\_\_\_

\_\_\_\_\_  
Visiting Room Supervisor

\_\_\_\_\_  
Associate #

\_\_\_\_\_  
Date

**IDAHO DEPARTMENT OF CORRECTION**  
**Request to Remove Visitor from Visitor's List**

Date: \_\_\_\_\_

**Offender:** \_\_\_\_\_ **IDOC Number:** \_\_\_\_\_

This is to notify the Idaho Department of Correction (IDOC) that I, wish to remove the following visitor(s) from my approved visitor list:

(Please print)

Visitor's name: \_\_\_\_\_

Visitor's name: \_\_\_\_\_

Visitor's name: \_\_\_\_\_

\_\_\_\_\_  
Offender's Signature

**Staff Witness:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Associate #

\_\_\_\_\_  
Date

## WAIVER OF LIABILITY

I, \_\_\_\_\_, have been  
(Name of affiant)  
approved by a court of competent jurisdiction as an expert witness to examine and test  
\_\_\_\_\_, currently housed in administrative  
(Name of Offender)  
segregation at an Idaho Department of Correction (IDOC) correctional facility. I understand that normal and prudent security practices would require that during the time that I am testing and examining this offender, the offender would be fully restrained. The tests for which I have been retained and approved to conduct require that the offender participate with one or both hands left unshackled. I understand that this is contrary to and inconsistent with sound correctional security practices and that I am at higher risk for injury or death to my person and damage to my equipment with the offender not fully restrained. Nevertheless, I request that (one or both) of  
(circle one)  
the offender's hands remain unshackled during my testing and examination.

I knowingly and voluntarily assume any and all risk associated with this testing and, on behalf of myself, my heirs and my assigns, agree to release, indemnify and hold harmless the IDOC, its employees, agents, heirs, and assigns for any and all injuries or damages of any kind whatsoever to my person or equipment as a result of the examination and testing of the offender contemplated by this Waiver of Liability.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name (printed or typed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature